



**Policy: 2103**  
**Chapter: Business and Finance**  
**Rule: Asset Management**

**Effective:** 4/24/08  
**Replaces: 2103**  
**Dated: 06/01/99**

A.R.S.	A.C.A.	A.A.C
A.R.S. § 41-2804	3-JTS-1B-12,16	

The Arizona Department of Juvenile Corrections (ADJC) shall establish and implement a comprehensive asset and financial management programs for the Agency. All employees shall ensure that all the Department's physical assets and their associated inventory records are maintained.

Michael D. Branham, Director

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**Procedure Index:**

<b>2103.01</b>	<b>Property/Fixed Asset Inventory</b>
<b>2103.02</b>	<b>Property/Fixed Asset Inventory Tagging</b>
<b>2103.03</b>	<b>Damaged or Missing Property/Fixed Assets</b>
<b>2103.04</b>	<b>Inventory and Control of Laptop Computers</b>
<b>2103.05</b>	<b>Disposal of Surplus Property</b>
<b>2103.06</b>	<b>Acquisition of Surplus State Property</b>
<b>2103.07</b>	<b>Water Conservation Act Compliance</b>
<b>2103.08</b>	<b>Parole Office Asset Management</b>
<b>2103.09</b>	<b>Warehouse Inventory</b>
<b>2103.10</b>	<b>Transfer/Movement of Capital Equipment</b>
<b>2103.11</b>	<b>Property Issuance</b>

**Form Index**

<b>2103.01A</b>	<b>Unlocated Property Form</b>
<b>2103.01B</b>	<b>Property Record Form</b>
<b>2103.02A</b>	<b>Acceptance of Donations</b>
<b>2103.03A</b>	<b>Unlocated Property</b>
<b>2103.08A</b>	<b>Monthly Report for Bus Tickets and Postage Stamps</b>
<b>2103.09A</b>	<b>ADJC Supplies Inventory</b>
<b>2103.11A</b>	<b>Property Issuance</b>

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**Definitions:**

1. **Americans with Disability Act (ADA)** – a comprehensive federal civil-rights statute protecting the rights of people with disabilities.
2. **Asset** – a useful and valuable resource.

3. **Financial Items** – any item bought by the State of Arizona for use in the daily work responsibilities of an ADJC employee member; i.e. postage stamps, bus tickets.
4. **Occupational Safety and Health Administration (OSHA)** – an agency of the U.S. Department of Labor established in 1971 pursuant to the Occupational Safety and Health Act of 1970. Its main responsibilities are to provide for occupational safety by reducing hazards in the workplace and enforcing mandatory job safety standards and to implement and improve health programs for workers.